PROPERTY RISK REPORT FIELDS - FISCAL YEAR 2023-2024

FIELD	DEFINITION	COMMENTS	FIELD TYPE	SPECIAL FORMAT
Agency Number	The three digit agency number. Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Numeric	No decimal
Agency Name	The agency full name (no abbreviations). Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Text	All caps
Agency Contact Name	The name of the person completing this report.	Prefilled - Edit as needed	Text	
Agency Contact Number	The phone number of the person completing this report.	Prefilled - Edit as needed	Numeric	Phone
Agency Contact Email	The email of the person completing this report.	Prefilled - Edit as needed	Text	email
Latitude	The latitude where building/property/tower (Location) is located.	Prefilled by software	Numeric	
Longitude	The longitude where building/property/tower (Location) is located.	Prefilled by software	Numeric	
Location Number*	Origami building/property/tower (Location) assigned number that begins with the letter "B". Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Text	B followed by 5 digits
Name*	The name of the building/property/tower (Location) that the Agency uses for recordkeeping.	Prefilled - Edit as needed	Text	
Building Description	Designates "Building" in the database. Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Text	
Street1	The physical location of building/property/tower (Location) including the building, suite, unit, space or apartment number. Please abbreviate.	Prefilled - Edit as needed	Text	
Street2	Any extra address information in addition to Street1.	Prefilled - Edit as needed	Text	
City	The full name of the city where the building/property/tower (Location) is located (put the closest city if not within city limits).	Prefilled - Edit as needed	Text	
State	The state where the building/property/tower (Location) is located.	Prefilled - Edit as needed	Text	
Postal	The 5-digit zip code where building/property/tower (Location) is located. Include the additional 4-digit extension if known.	Prefilled - Edit as needed	Numeric	Zip code plus 4
County/Province	The full county name where the building/property/tower (Location) is located.	Prefilled - Edit as needed	Text	
Country	The name of the country where the building/property/tower (Location) is located.	Prefilled - Edit as needed	Text	

QUESTIONS	COMMENTS	FIELD TYPE	SPECIAL FORMAT
Location Details			
Is this location inactive? Inactive means a location the agency is no longer responsible for. It is NOT a vacant location, the agency still owns it or is responsible for it. A 'Yes' answer will remove the insurance coverage.		Yes/No	Drop down list
If answer is 'Yes', please tell us why this location is inactive.		Text	
Is this location vacant? Vacant means empty, no inhabitants, fixtures, furniture, agency use. The agency is still repsonsible for it. If the answer is 'Yes', please see below.		Yes/No	Drop down list
Is the vacant location temperature controlled?		Yes/No	Drop down list
Is the vacant location's fire system maintained?		Yes/No	Drop down list
Is the vacant location security patrolled?		Yes/No	Drop down list

State OWNED Location Information		
Is this location OWNED by the state? If 'Yes' , see below.	Yes/No	Drop down list
What is the owned location number your agency uses for recordkeeping?	Text	
Are there other tenants in this location?	Yes/No	Drop down list
If the answer is 'Yes', please list them here.	Text	
What is the Replacement Value of the location?	Currency	2 digits past decimal
What is the annual rents received? (Tenants paying your agency for space leased FROM you.)	Currency	2 digits past decimal
Agency LEASED Location Information		
Is this location LEASED by the state? If 'Yes' , see below.	Yes/No	Drop down list
What is the leased location number your agency uses for recordkeeping?	Text	
Does your lease contract require you to insure the location? If 'Yes', see below.	Yes/No	Drop down list
What is the Replacement Value of the leased blocation ONLY if required to insure it?	Currency	2 digits past decimal
What are the annual rents paid even if \$0.00? (Your agency paying a landlord)	Currency	2 digits past decimal
Location Details		
List the construction class of the location.	Text	Drop down list
What year was the location originally built?	Numeric	Drop down list
Is the location listed on the Historic Register?	Yes/No	Drop down list
Are there any remodeling or additions scheduled for the location? (Only list if Start Date falls within the	V/N-	Duan danua liat
current reporting Fiscal Year period.) If 'Yes', see below.	Yes/No	Drop down list
Location Additions Start Date.	Date	Calendar
Provide the estimated location remodel/addition cost.	Currency	2 digits past decimal
Enter the location square footage. For owned locations, enter the total square feet of the location. If the	Niverania	No decimal
location is leased, enter ONLY the square footage you lease (NOT the building square footage).	Numeric	No decimal
Provide the number of floors including basements.	Numeric	No decimal
Does this location have a basement?	Yes/No	Drop down list
Location Protection		
Are there fire sprinklers in the location? If 'Yes', see below.	Yes/No	Drop down list
Are there documented fire sprinkler inspections on file? If 'Yes' see below.	Yes/No	Drop down list
Date of Last Inspection.	Date	Calendar
Are there documented fire sprinkler inspections on file? If 'No' see below.	Yes/No	Drop down list
Explain why there isn't an inspection on file.	Text	
What percentage of the location is sprinklered?	Numeric	Percentage
Are there fire sprinklers in the location? If 'No', see below.	Yes/No	Drop down list
Are there fire extinguishers placed In the location? If 'Yes', see below.	Yes/No	Drop down list
Are there documented fire extinguisher inspections?	Yes/No	Drop down list
Is there a fire alarm in the location? If 'Yes', see below.	Yes/No	Drop down list
Is the fire alarm system monitored by a third party (fire station or monitoring service)?	Yes/No	Drop down list
Is there a manual pull fire alarm in the location?	Yes/No	Drop down list
Does the location have a seismic gas shutoff valve?	Yes/No	Drop down list
Indicate the fire hydrant distance from the location in feet.	Numeric	2 digits past decimal
Indicate the fire station distance from the location in miles.	Numeric	2 digits past decimal

Location Activities			
How is the location being used?	Only one choice allowed	Text	Drop down list
Indicate the number of hours the location is normally occupied per 24 hour period.	Limit of 24 hours	Numeric	Drop down list
Are there flammable and combustible liquids stored at this location? If 'Yes', see below.	(OSHA Standard 1910.106)	Yes/No	Drop down list
Are flammable/combustible liquids stored within proper areas/containers?		Yes/No	Drop down list
Describe the type or name of flammable/combustible liquids stored at this location.		Text	·
Are there hazardous materials being stored at this location? If 'Yes', see below.		Yes/No	Drop down list
Describe that hazardous materials being stored at this location.		Text	
Is there a hazmat response plan in place?		Yes/No	Drop down list
Has hazardous materials contaminated any areas on the site?		Yes/No	Drop down list
Location Activities - Commercial Kitchen			
Does this location have a commercial kitchen on site? This would incorporate professional cooking stations,		Yes/No	Drop down list
equipment, cafeteria If 'Yes', see below.		res/No	Drop down list
Does the commercial kitchen have a proper hood and ventilation system?		Yes/No	Drop down list
Is a written cleaning schedule in place for cleaning around cooking appliances, grease filters, hood,		Yes/No	Drop down list
grease removal devices, fans and ducts?		163/110	Drop down list
Is the grease producing cooking equipment equipment equipped with an automatic fire extinguishing		Yes/No	Drop down list
system?		res/NO	Drop down list
Is there a documented Automatic Fire Extinguishing System inspection conducted?		Yes/No	Drop down list
Is a class K rated fire extinguisher on premises and located within 30 feet of the cooking area?		Yes/No	Drop down list
Are kitchen staff trained on operation of the manual activator of the automated fire extinguishing		Yes/No	Drop down list
system?		163/110	Drop down list
Location Activities - Other			
Does the location have other activities? If 'Yes', see below.		Yes/No	Drop down list
Does the location have a manufacturing shop?		Yes/No	Drop down list
Does the location have a pool?		Yes/No	Drop down list
Does the location have a public play area?		Yes/No	Drop down list
Does the location have a gym?		Yes/No	Drop down list
Are there other activities this location has?		Yes/No	Drop down list
Location Contents			
Does the location have general contents? If 'Yes', see below.		Yes/No	Drop down list
What is the OWNED location contents replacement value (RV)?	OWNED location	Currency	2 digits past decimal
What is the LEASED location contents replacement value (RV)?	LEASED location	Currency	2 digits past decimal
Does the location have art? This includes all items currently defined as "Exceptional Items" in the Self-			
Insurance Manual, #125-7-101. Fine arts can be further defined as: collections of paintings, etchings,		Yes/No	Drop down list
pictures, tapestries, art glass windows, valuable rugs, statuary, antique furniture, rare books. If 'Yes', see		163/140	Drop down list
below.			
What is the STATE OWNED fine arts appraised value at this location?		Currency	2 digits past decimal
What is the ON LOAN fine arts appraised value at this location?		Currency	2 digits past decimal
What is the owned location 1% art appraised value? Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Currency	2 digits past decimal

Location Contents Continued			
Does the location have revenue, money and securities? If 'Yes', see below.	Υ	'es/No	Drop down list
What is the total annual revenue for the agency at this location for current reporting fiscal year?	C	Currency	2 digits past decimal
What is the AVERAGE replacement value (RV) of money, negotiable papers and securities at this			2 digits past desimal
location for the current reporting fiscal year? (Fiscal Year Average.)		Currency	2 digits past decimal
What is the MAXIMUM replacement value (RV) of money, negotiable papers & securities at this		Currency	2 digits past decimal
location for the current reporting fiscal year? (Fiscal Year Max.)	C	Lurrency	z digits past decimal
Describe the money, negotiable papers and securities held at this location.	Т	ext	
Does this location have historic items? If 'Yes', see below.	Υ	'es/No	Drop down list
What is the historic items appraised value for this location?	C	Currency	2 digits past decimal
What is the value to recreate irreplaceable written, printed, or otherwise inscribed documents and			
records including books, maps, films, drawings, abstracts, deeds, mortgages and manuscripts for this	C	Currency	2 digits past decimal
location?			
Does the location have precious metals? If 'Yes', see below.	Υ	'es/No	Drop down list
What is the fair market value (FMV) of precious metals including but not limited to silver, gold and			2 digits past desimal
platinum at this location?		Currency	2 digits past decimal
Does the location have animals? If 'Yes', see below.	Υ	'es/No	Drop down list
What is the fair market value (FMV) of owned animals at this location? DO NOT include animals used			2 digits past desimal
for research.		Currency	2 digits past decimal
Does the location have outdoor property? If 'Yes', see below.	Υ	'es/No	Drop down list
What is the actual cash value (ACV) of outdoor property at this location? Includes outdoor lighting,			
ornamental trees and shrubs, fencing, docks, piers, wharves, and bridges, tunnels, trestles, ramps and	C	Currency	2 digits past decimal
viaducts use to maintain/access a covered structure.			
Does the location have property of others that is rented, leased or borrowed by a state agency which the	v	'es/No	Drop down list
agency has agreed in writing to insure the property at this location? If 'Yes', see below.	<u>'</u>	es/NO	Drop down list
What is the replacement value (RV) of property of others that is rented, leased, or borrowed by a state			2 dicito no et de cincol
agency which the agency has agreed in writing to insure the property at this location?	C	Currency	2 digits past decimal
Location Power Generating, Communication and Compute	r Equipment		
Is there power generating, transmission or utilization equipment at this location? Wind or hydro turbine,	v	'es/No	Drop down list
solar farm, generator, etc. If 'Yes', see below.	'	165/100	Drop down list
What is the replacement value (RV) of the power generating equipment for this location? This value			2 digits past desimal
should also be included within Location Contents (RV).		Currency	2 digits past decimal
Describe the power generating, transmission or utilization equipment at this location.	Т	ext	
Is there communication and computer equipment at this location? Communication towers, repeaters, server	V	/os/Ns	Dran dayun list
rooms, computers, data centers, computers, phones, radios, etc. If 'Yes', see below.	Υ	es/No Drop dov	Drop down list
What is the replacement value (RV) of communication and computer equipment at this location? This		Common Till	2 digita pact de signal
value should also be included within Location Contents (RV).		Currency	2 digits past decimal
Describe the communication and computer equipment at this location.	Т	ext	

Location Vehicles/Mobile Equipment			
Does your agency have any DAS LEASED vehicles at this location? If 'Yes', see below.		Yes/No	Drop down
What is the total number of DAS LEASED vehicles as reported within the DAS Fleet Lease Report?	Dura Silla di CANINI CA EDIT	Ni	
Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Numeric	
What is the actual cash value (ACV) of DAS LEASED vehicles as reported within the DAS Fleet Lease	D. CIL. I. CANINGT EDIT	6	2 1: 1: 1
Report? Prefilled by DAS RM.	Prefilled - CANNOT EDIT	Currency	2 digits past decimal
Does the agency have any agency owned passenger vehicles at this location? Cars, trucks and vans with a			
weight carrying cargo capacity of one ton or less designed to carry two or more passengers and licensed		Yes/No	Drop down list
under state law. Exclude DAS LEASED vehicles. If 'Yes', see below.			
What is the total number of agency owned passenger vehicles at this location?		Numeric	
What is the actual cash value (ACV) of agency owned passenger vehicles excluding DAS LEASED vehicles		Currency	2 digits past decimal
at this location?		Currency	z digits past decimal
Does your agency have any agency owned 15 passenger vans at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned 15 passenger vans at this location?		Numeric	
What is the actual cash value (ACV) of the agency owned 15 passenger vans at this location?		Currency	2 digits past decimal
Does your agency have any agency owned buses? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned buses with a passenger capacity of greater than 15 or more		Numeric	
passengers at this location?		Numeric	
What is the actual cash value (ACV) of agency owned buses at this location?		Currency	2 digits past decimal
Does your agency have any state owned large (1-ton or larger) licensed vehicles at this location? If 'Yes', see		Yes/No	Drop down list
below.		103/110	brop down list
What is the total number of state owned large (1-ton or larger) licensed vehicles at this location?		Numeric	
What is the replacement value (RV) of state owned large (1-ton or larger) licensed vehicles at this		Currency	2 digits past decimal
location?		,	
Does your agency have any state owned unlicensed vehicles at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned unlicensed vehicles at this location?		Numeric	
What is the replacement value (RV) of state owned unlicensed vehicles at this location?		Currency	2 digits past decimal
Does your agency have any state owned LARGE unlicensed vehicles at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of state owned LARGE unlicensed vehicles at this location?		Numeric	
What is the replacement value (RV) of state owned LARGE unlicensed vehicles at this location?		Currency	2 digits past decimal
Does your agency have any state owned trailers at this location? If 'Yes', see below.		Yes/No	Drop down list
What is the total number of agency owned trailers at this location?		Numeric	
What is the replacement value (RV) of agency owned trailers at this location?		Currency	2 digits past decimal
Does your agency have any state owned research equipment deployed on land, vessels or in the water		Yes/No	Drop down list
(tethered or untethered)? If 'Yes', see below.		163/110	Drop down list
What is the total number of state owned research equipment deployed on land, vessels or in the water		Numeric	
(tethered or untethered) at this location?		Nument	
What is the replacement value (RV) of state owned research equipment deployed on land, vessels or in		Currency	2 digits past decimal
the water (tethered or untethered) at this location?		Currency	2 digits past decillial

Location Vehicles/Mobile Equipment Continue	ed		
Does your agency have any state owned watercraft UNDER 25 feet at this location? If Yes, see below.	Yes/No	Drop down list	
What is the total number of state owned watercraft UNDER 25 feet at this location?	Numerio		
What is the actual cash value (ACV) of watercraft UNDER 25 feet at this location?	Currenc	y 2 digits past decimal	
Does your agency have any state owned watercraft OVER 25 feet at this location? If 'Yes', see below.	Yes/No	Drop down list	
What is the total number of watercraft OVER 25 feet at this location?	Numerio	;	
What is the actual cash value (ACV) of watercraft OVER 25 feet at this location?	Currenc	y 2 digits past decimal	
Does your agency have any state owned watercraft that carry OVER 20 gallons of fuel at this location? If	V/N-	D li-t	
'Yes', see below.	Yes/No	Drop down list	
What is the total number of watercraft that carry OVER 20 gallons of fuel at this location?	Numerio	;	
Does your agency have any state owned drones or unmanned aircraft systems (UAS) at this location? If 'Yes',	Vac/Na	Duen deven liet	
see below.	Yes/No	Drop down list	
What is the total number of drones or unmanned aircraft systems (UAS) at this location?	Numerio		
What is the replacement value (RV) of drones or unmanned aircraft systems (UAS) at this location?	Currenc	y 2 digits past decimal	
Are your drones registered with the Oregon Department of Aviation as required by ORS 837?	Yes/No	Drop down list	
Does your agency have any state owned aircraft at this location? If 'Yes', see below.	Yes/No	Drop down list	
What is the total number of state owned aircraft at this location?	Numerio	;	
What is the actual cash value (ACV) of state owned aircraft at this location?	Currenc	y 2 digits past decimal	
COMMENTS			
Please leave yourself notes or make comments to DAS RM. Include other items of note not already asked	T-1.4		
about.	Text		

Agency Property Definitions/Descriptions - Fiscal Year 2023/2024 Risk Report

Value Definitions:

Actual Cash Value (ACV)- Equals the current replacement value less depreciation based on age, condition at the time of loss, useful life remaining, and obsolescence.

Appraised Value - The assessed value of real property in the opinion of a qualified appraiser or value.

Fair Market Value (FMV) - Is an estimate of the market value of a property, based on what a knowledgeable, willing and unpressured buyer would probably pay to a knowledgeable, willing and unpressured seller in the market.

Replacement Value (RV) - The actual cost to replace property at its pre-loss condition (property of like kind and quality); the cost to replace property at its current price without a deduction for depreciation.

If you have any questions, please contact:

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